Answers/Responses

This module demonstrates the steps to file an answer or response in the CM/ECF system. This example demonstrates a Response to a Motion for Sanctions. The same steps would be followed for any other type of answer or response.

Response to Motion for Sanctions

STEP 1   Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

Note: If the document is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2   The **Bankruptcy Events** screen displays.

◆   Click the Answer/Response hypertext link.

STEP 3   The **Answer/Response** screen displays.
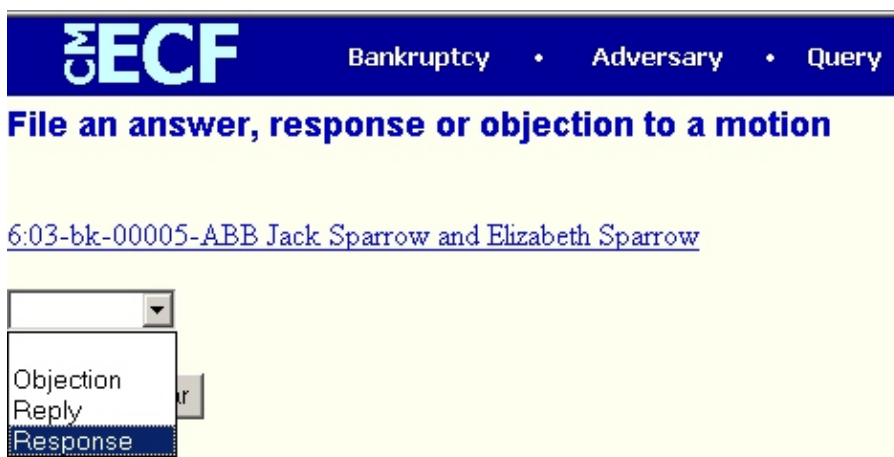
◆   Click the Reference an Existing Motion/Application hypertext link.

STEP 4   The **Case Number** screen displays.

◆   Enter the complete case number (office code-yy-bk-nnnnn).

◆   Click **[Next]** to continue.

STEP 5   The **Document Type** screen displays. **(See Figure 25)**

Figure 25

◆   Verify the case number and case name.

> ◆   If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

> ◆   If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.

◆   Click the down arrow ▼ in the **Document Type** pick list to reveal the list of events. The options are:
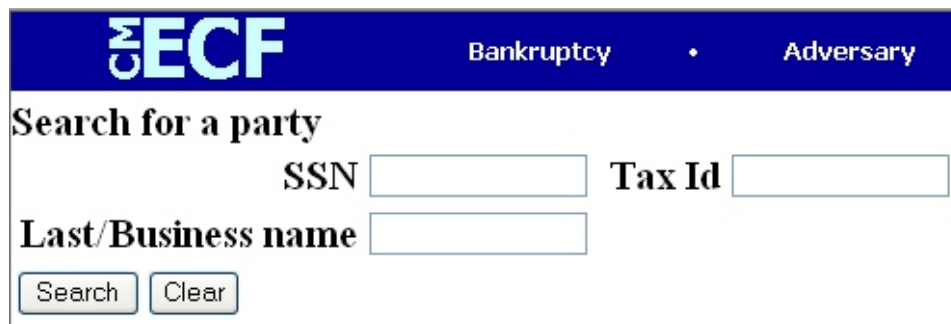
<div align="center">

Objection

Reply

Response

</div>

◆   Click to highlight the **Response** option. In this example, a *Response to a Motion for Sanctions* is being docketed.

◆   Click **[Next]** to continue.

STEP 6   The **Select the Party** screen displays.

◆   Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

◆   Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

◆   Click **[Next]** and proceed to **Step 9**.

◆   If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 7**.

STEP 7   The **Search Party** screen displays. **(See Figure 26)**

Figure 26

◆   Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case.

◆   Click **[Search]** to continue.

STEP 8   The **Party Search Results** screen displays. **(See Figure 27)**

Figure 27

◆   If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

Note: If numerous records are found, click on each name until you find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.

◆   If the system <u>does not</u> find the party with the search criteria entered, it will display a message **No person found (See Figure 28)**
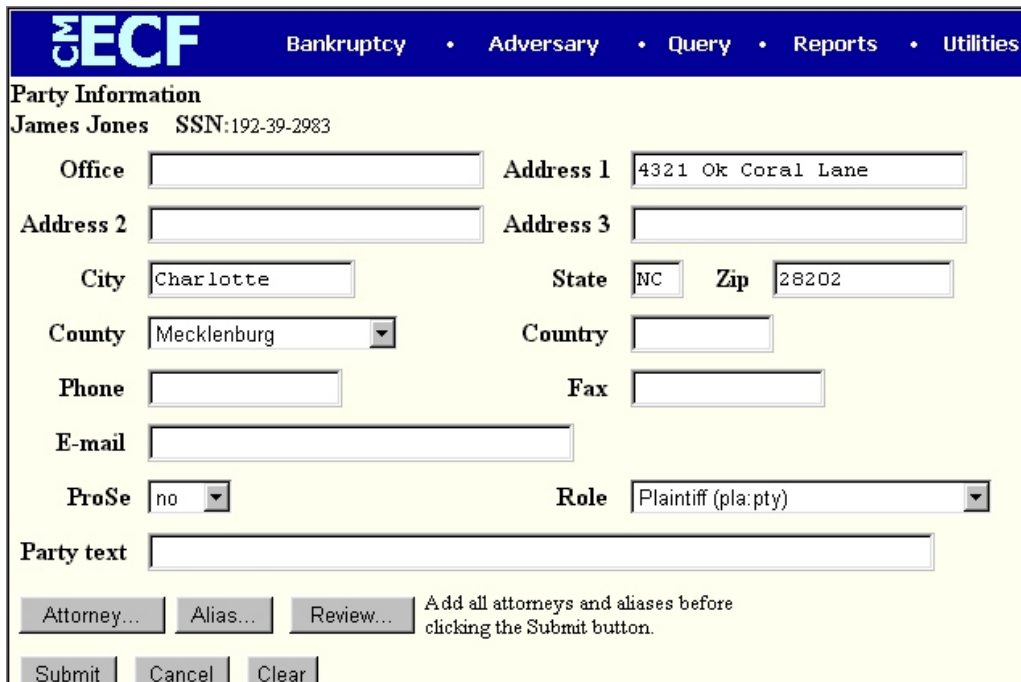

Figure 28

◆   Click **Create New Party** to add the party to the case.

STEP 9   The **Party Information** screen displays **(See Figure 29)**.

Figure 29

Note: If you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

◆   Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.

◆   The **Role** type will default to *"debtor"* and **must** be changed to reflect the correct party role for the party being added.

◆   The **Party Text** box can be used to add an additional descriptive nature to the party's name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.

◆   When all information is entered, click **[Submit]** to add the party to the case.

STEP 10   The **PDF Document Selection** screen displays.

◆   Click **[Browse]**, then navigate to the directory where the appropriate PDF
file is located. Verify you have selected the correct document by right
clicking on the highlighted filename and select **Open** to view the image in
Adobe Acrobat. Once verified, close the PDF image and select **Open**
from the "Choose File" pop-up screen to associate the PDF file with the
docket entry.

◆   The **Attachments to Document** option defaults to **No.** If you have
attachments to this document, click the **Yes** radio button to indicate there
are attachments. (Refer to module: *Attachments to Documents* for more
information*)*

◆   Click **[Next]** to continue.

STEP 11   The **Pending Motions** screen displays. **(See Figure 30)**

Figure 30

◆   Select the motion you wish to respond to by clicking inside the radio box
to place a checkmark next to the relevant motion. This will link the
response to the motion.

Helpful Hint: You will need to provide the name of the document to
which you are responding. To save keystrokes, copy the text from the
Pending Motions screen and paste into the text box on the **Final
Docket Text** screen.

◆   Click **[Next]** to continue.

STEP 12   The **Final Docket Text** screen displays. **(See Figure 31)**

Figure 31

◆   A prefix box and/or supplemental text box window are available to add
         more detail to the docket text.

◆   Click the down arrow ▼ to display the prefix options. **Note**: You may also
         type the first letter of the prefix to immediately move to the list of prefixes
         that begin with a particular letter (i.e.: Verified type "v"). Prefix Options to
         choose from are:

[none]

Addendum to

Agreed

Alias

Amended

Amendment to

Certified

Consent

Corrective

Cross

Emergency

Ex Parte

Expedited

Fifth

Final

First

First Amended

Fourth

Fourth Amended

Initial

Interim

Intervenor's

Joint

Limited

Modified

Omnibus

Opposition

Pluries

Pre-Trial

Proposed

Renewed

Sealed

Second

Second Amended

Sixth

Status

Stipulated

Supplemental

Supporting

Third

Third Amended

Third Party

Trial

Unilateral

Unopposed

Verified

◆   A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: "Motion for Sanctions against Blackbeard Industries".

Note: The docket text reflects that this Response is related to the original Motion for Sanctions as evidenced by the document number.

◆   Click **[Next]** to continue.

STEP 13   The **Final Approval** screen displays.

◆   Verify the Final Docket Text. Read the Attention!! message.

◆   If the Final Docket Text is <u>correct</u>,

◆   Click **[Next]** to continue and officially submit document.

◆   If the Final Docket Text is <u>incorrect</u>:

◆   Click the browser **[Back]** button to find the error(s) and proceed with the event.

◆   To abort or restart the transaction, return to **Step 1** and begin again.

STEP 14   The **Notice of Electronic Filing** screen displays.

◆   The Notice of Electronic Filing certifies that the filing has been received electronically by the court.

◆   Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.

◆   Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

◆   Scroll down to see participants who have and have not registered for electronic noticing on this case.

◆   To print a copy of this notice click the browser **[Print]** icon.

◆   To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As.**

◆   You may also save the notice through the browser **File/Save** option.

<div style="border:1px solid black; text-align:center;">

Amended Documents

</div>

This module demonstrates the steps to amend documents. Although this example shows the amending of a Motion for Sanctions, the same steps would be followed to amend other types of documents. Refer to the module entitled "Amended Schedules D, E & F" for instructions on amending the debtor(s) schedules.

Note: If you are amending a document, use the original event and choose "amended" from the list of prefix options in the Final Docket Text screen. However, if you are amending a motion/application where the fee was paid with the initial filing, pay close attention to the display messages to avoid being charged a filing fee for the amended document where none is actually due.

Amended Motion for Sanctions

STEP 1   Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

Note: If the amended document is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2   The **Bankruptcy Events** screen displays.

◆   Click the Motions/Applications/Objections hypertext link.

STEP 3   The **Case Number** screen displays.

◆   Enter the complete case number (office code-yy-bk-nnnnn).

◆   Click **[Next]** to continue.

STEP 4   The **File a Motion** screen displays.

◆   Verify the case name and case number that is displayed.

◆   If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

◆   If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

◆   Click the down arrow ▼ to reveal the list of motions/applications/objections or press the "a" for applications, "m" for motions or "o" for objections. Highlight *Motion for Sanctions*.
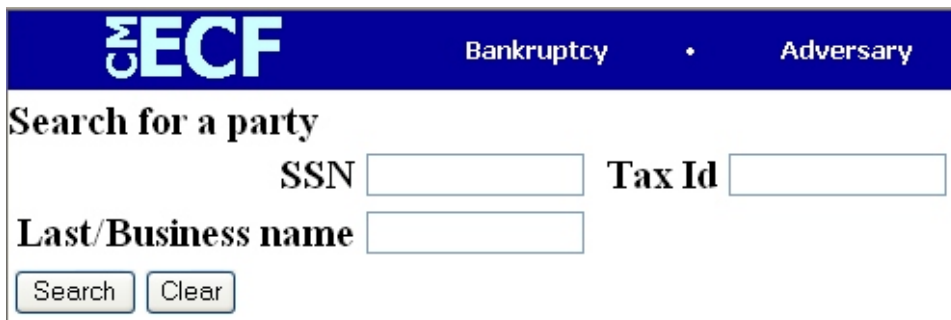
Note: You may continue to press the "a", "m" or "o" until the motion/application/objection you are filing is highlighted.

◆   Click **[Next]** to continue.

STEP 5   The **Select the Party** screen displays.

◆   Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

◆   Click to highlight and select the party for which the document is filed.
         Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

◆   Click **[Next]** and proceed to **Step 9**.

◆   If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 6**.

STEP 6   The **Search Party** screen displays. **(See Figure 32)**

Figure 32

◆   Enter a social security number, tax identification number, or last/business
name to search for the party to be added to the case.

◆   Click **[Search]** to continue.

STEP 7   The **Party Search Results** screen displays. **(See Figure 33)**

Figure 33

◆   If the system finds the correct party, highlight the party's name in the
Party Search Results window, and click **Select Name from List** to add
the party to the case, and then proceed to **Step 8**.

Note: If numerous records are found, click on each name until you find
the appropriate match. If no exact match is found, select a record that
just contains the party's name and click **Select Name from List**. You will
then be given the opportunity to input the correct information for the
party.

◆   If the system <u>does not</u> find the party with the search criteria entered, it will display a message **No person found (See Figure 34)**

Figure 34

◆   Click **Create New Party** to add the party to the case.

STEP 8   The **Party Information** screen displays **(See Figure 35)**.

Figure 35

Note: If you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

◆   Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.

◆   The **Role** type will default to *"debtor"* and **must** be changed to reflect the correct party role for the party being added.

◆   The **Party Text** box can be used to add an additional descriptive nature to the party's name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.

◆   When all information is entered, click **[Submit]** to add the party to the case.

STEP 9   The **PDF Document Selection** screen displays.

◆   Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file with the docket entry.

◆   The **Attachments to Document** option defaults to **No.** If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information*)*

◆   Click **[Next]** to continue.

STEP 10   The **Refer to Existing Event** screen displays. **(See Figure 36)**
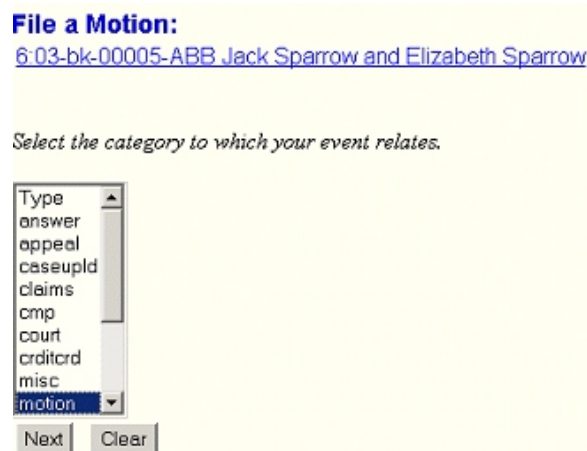
Figure 36

◆   Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.

◆   Click **[Next]** to continue.

STEP 11   The **Document Category** screen displays. **(See Figure 37)**

Figure 37

◆   Click to highlight and select the category of documents to which this amended document refers. The document being amended in this example is a Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

Note: If you are unsure as to the category the item you are amended was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

◆ Click **[Next]** to continue.

STEP 12 A **Document List** displays.

◆ A list of motions filed in this case will be displayed. If you highlighted all category types, the entire docket will be displayed.

◆ Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.

Helpful Hint: You may need to provide additional text. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

◆ Click **[Next]** to continue.

STEP 13 The **Final Docket Text** screen displays. **(See Figure 38)**

Figure 38

◆ A prefix box and supplemental text box window are available to add more detail to the docket text.

◆   Click the down arrow ▼ to display the prefix options. **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type "v"). Prefix Options to choose from are:

[none]

Addendum to

Agreed

Alias

Amended

Amendment to

Certified

Consent

Corrective

Cross

Emergency

Ex Parte

Expedited

Fifth

Final

First

First Amended

Fourth

Fourth Amended

Initial

Interim

Intervenor's

Joint

Limited

Modified

Omnibus

Opposition

Pluries

Pre-Trial

Proposed

Renewed

Sealed

Second

Second Amended

Sixth

Status

Stipulated

Supplemental

Supporting

Third

Third Amended

Third Party

Trial

Unilateral

Unopposed

Verified

◆   In this example, we have selected "Amended".

◆   A supplemental text box window is provided to add more detail to the
         docket entry. In this example, we have added: "against Blackbeard
         Industries" to indicate whom the motion for sanctions are against.

         Note: The docket text reflects that this Amended Motion is related to the
         original Motion for Sanctions as evidenced by the document number.

◆   Click **[Next]** to continue.

STEP 14   The **Final Approval** screen displays.

◆   Verify the Final Docket Text. Read the Attention!! message.

◆   If the Final Docket Text is <u>correct</u>,

◆   Click **[Next]** to continue and officially submit document.

◆   If the Final Docket Text is <u>incorrect</u>:

◆   Click the browser **[Back]** button to find the error(s) and proceed with the event.

◆   To abort or restart the transaction, return to **Step 1** and begin again.

STEP 15   The **Notice of Electronic Filing** screen displays.

◆   The Notice of Electronic Filing certifies that the filing has been received electronically by the court.

◆   Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.

◆   Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

◆   Scroll down to see participants who have and have not registered for electronic noticing on this case.

◆   To print a copy of this notice click the browser **[Print]** icon.

◆   To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As.**

◆   You may also save the notice through the browser **File/Save** option.

<div style="border:1px solid black">

Attachments to Documents

</div>

This module demonstrates the steps to take when an electronically filed document has attachments. This will occur most frequently when a document, such as a motion, is typed in word processing and converted to PDF format. However, there are additional exhibits to be included with the filing. In this instance there will be more than one PDF file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in PDF format.

STEP 1   Scan the attachment(s) and convert to *PDF* format. (See module: Converting to PDF Format - Scanned Documents for additional information) If you have multiple exhibits to attach to a document, you can scan them all at the same time and save them under one *PDF* filename.

STEP 2   During the docketing process, the **PDF Document Selection** screen displays. **(See Figure 39)**

Figure 39

◆   Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file with the docket entry.

◆   The **Attachments to Document** radio button defaults to **No.** Click to select **Yes**.

◆   Click **[Next]** to continue.

STEP 3   The **Attachments to Document** screen displays. **(See Figure 40)**

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
[   ] [Browse...]

2) At your option, select a document type and/or enter a description.
Type   **Description**
[▼]   [   ]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[▲]   [Add to List   ]
[   ]
[   ]
[   ]
[▼]   [Remove from List]
[Next]

Figure 40

◆   In **Section 1**, click **[Browse]**, then navigate to the directory where the **attachment** PDF file is located for the main document. View the document to verify the correct file has been selected. Double-click the PDF **attachment** file to select it and include it with the main document for this docket entry.

STEP 4   The **attachment** *PDF* filename now displays in **Section 1**. **(See Figure 41)**

ECF   Bankruptcy   •   Adversary   •   Query   •   Reports

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
[X:\PDF files\ntc117.pdf]   [Browse...]

Figure 41

◆   **Section 2** allows for descriptive information about this **attachment**.

◆   Click on the down arrow ▼ to reveal the list of options in the **Type**
         category. **(See Figure 42)**

Figure 42

◆   Click to highlight a **Type** if appropriate for this **attachment**, or leave
         blank.

◆   If you left the type field blank, you must click inside the Description field
         to type the name of the **attachment**(s). As examples: *Deed of Trust and
         Promissory Note*; or *Security Agreement* (if only one attachment is
         included). Note that either **Type** or **Description** field must be filled in.

◆   Click **[Add to list]** to include the **attachment** in the docket entry.

STEP 5   The **Attachment Filename** displays in **Section 3**. **(See Figure 43)**

Figure 43

◆   If the **attachment** filename displayed is <u>incorrect</u>, click to highlight the filename, then click **Remove from List**.

◆   If there are <u>additional</u> attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3**.

◆   When all attachments are displayed in **Section 3**, click **[Next]** to continue.

◆   Proceed to docket the remainder of the event as usual.

<div style="border: 1px solid black; text-align: center;">

Notices

</div>

This module will demonstrate the steps to file a notice event in the Notice category. This example demonstrates a *Notice of Withdrawal of Pleadings.* The same steps would be followed for other types of notices.

Notice of Withdrawal of Pleadings

STEP 1   Click the Bankruptcy hypertext link from the CM/ECF main menu.

Note: If the notice is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2   The **Bankruptcy Events** screen displays.

◆   Click the Notices hypertext link.

STEP 3   The **Case Number** screen displays.

◆   Enter the complete case number (office code-yy-bk-nnnnn).

◆   Click **[Next]** to continue.

STEP 4   The **File a Notice** screen displays. **(See Figure 44)**

File a Notice

6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow

Notice Of Dismissal (voluntary)
Notice Of Filing
Notice Of Hearing
Notice Of Intent to Sell
Notice Of Sale
Notice Of Substitution of Counsel
Notice Of Taking Depositions
Notice Of Withdrawal of Pleadings

Next   Clear

Figure 44

◆   Verify the case name and case number that is displayed.

◆ If the case name and number are <u>incorrect</u>, press the browser **[Back]** button to re-enter the case number.

◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

◆ Click the down arrow ▼ to reveal the list of notices or press the "n" for notices. Highlight *Notice of Withdrawal of Pleadings*

Note: You may continue to press the "n" until the notice you are filing is highlighted.
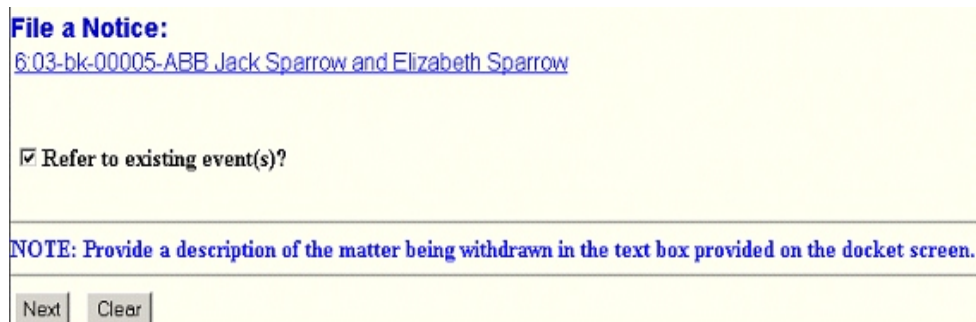
◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file with the docket entry.

◆ The **Attachments to Document** option defaults to **No.** If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information*)*

◆ Click **[Next]** to continue.

STEP 7   The **Refer to Existing Event** screen displays. **(See Figure 45)**

Figure 45

◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.

◆ Click **[Next]** to continue.

STEP 8   The **Document Category** screen displays. **(See Figure 46)**

Figure 46

◆ Click to highlight and select the category of documents to which this notice of withdrawal refers. The document being withdrawn in this example is an Amended Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

> **Note:** If you are unsure as to the category the item you are withdrawing was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

◆ Click **[Next]** to continue.

STEP 9 A **Document List** displays.

◆ A list of motions filed in this case will be displayed. If you highlight all category types, the entire docket will be displayed.

◆ Click inside the box next to the document being withdrawn to include (link) this document to the previously filed document.

> **Helpful Hint:** You will need to provide the name of the document you are withdrawing. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

◆ Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. **(See Figure 47)**

File a Notice:
6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow

NOTE: Only text in the white boxes can be modified
Docket Text: Modify as Appropriate.
[▼] Notice of Withdrawal of [Amended Motion for Sanctio] Filed by Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow (related document(s)[6]). (Baker, Christine)

Next   Clear

Figure 47

◆   A prefix box and supplemental text box window are available to add more detail to the docket text.

◆   Click the down arrow ▼ to display the prefix options. **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type "v"). Prefix Options to choose from are:

[none]

Addendum to

Agreed

Alias

Amended

Amendment to

Certified

Consent

Corrective

Cross

Emergency

Ex Parte

Expedited

Fifth

Final

First

First Amended

Fourth

Fourth Amended

Initial

Interim

Intervenor's

Joint

Limited

Modified

Omnibus

Opposition

Pluries

Pre-Trial

Proposed

Renewed

Sealed

Second

Second Amended

Sixth

Status

Stipulated

Supplemental

Supporting

Third

Third Amended

Third Party

Trial

Unilateral

Unopposed

Verified

◆   A supplemental text box window is provided to add more detail to the docket entry.

Note: The docket text reflects that this *Notice of Withdrawal* is related to the original Motion and/or Amended Motion as evidenced by the document number.

◆   Click **[Next]** to continue.

STEP 11   The **Final Approval** screen displays.

◆   Verify the Final Docket Text. Read the Attention!! message.

◆   If the Final Docket Text is <u>correct</u>,

◆   Click **[Next]** to continue and officially submit document.

◆   If the Final Docket Text is <u>incorrect</u>:

◆   Click the browser **[Back]** button to find the error(s) and proceed with the event.

◆   To abort or restart the transaction, return to **Step 1** and begin again.

STEP 12   The **Notice of Electronic Filing** screen displays.

◆   The Notice of Electronic Filing certifies that the filing has been received electronically by the court.

◆   Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.

◆   Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

◆   Scroll down to see participants who have and have not registered for electronic noticing on this case.

◆   To print a copy of this notice click the browser **[Print]** icon.

◆   To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As.**

◆   You may also save the notice through the browser **File/Save** option.

Miscellaneous Pleadings

This module will demonstrate the steps to file a document listed in the <u>Miscellaneous</u> category. This example demonstrates a *Notice of Change of Address.* The same steps would be followed for other types of miscellaneous pleadings contained in this category. The *Notice of Change of Address* events is also located under the <u>Notices</u> category.

Note: When preparing a Notice of Change of Address, be sure to include the old address and the new address of the affected party to allow the court to update correctly.

Notice of Change of Address

STEP 1   Click the <u>Bankruptcy</u> hypertext link from the CM/ECF main menu.

                         Note: If the notice is in an adversary proceeding, choose the <u>Adversary</u> hypertext link.

STEP 2   The **Bankruptcy Events** screen displays.

             ◆   Click the <u>Miscellaneous</u> hypertext link.

STEP 3   The **Case Number** screen displays.

             ◆   Enter the complete case number (office code-yy-bk-nnnnn).

             ◆   Click **[Next]** to continue.

STEP 4   The **Miscellaneous** screen displays. **(See Figure 48)**

Figure 48

◆   Verify the case name and case number that is displayed.

◆   If the case name and number are <u>incorrect</u>, press the browser **[Back]** button to re-enter the case number.

◆   If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

◆   Click the down arrow ▼ to reveal the list of pleadings or press the first letter of the type of document (i.e.: "n" for notice). Highlight *Notice of Change of Address - Debtor or Notice of Change of Address - Party* as applicable.

  Note: You may continue to press the letter to run through the entire letter selection until the item you are filing is highlighted.

◆   Click **[Next]** to continue.

STEP 5   The **Select the Party** screen displays.

◆   Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

◆   Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

◆   Click **[Next]** to continue.

STEP 6   The **PDF Document Selection** screen displays.

◆   Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file with the docket entry.

◆   The **Attachments to Document** option defaults to **No.** If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information*)*

◆   Click **[Next]** to continue.

STEP 7   The **Court User Message** screen displays.

◆   Click **[Next]** to continue.

STEP 8   The **Final Docket Text** screen displays. **(See Figure 49 and 50)**

Figure 49 - Debtor

Figure 50 - Party

◆   A prefix box and supplemental text box window are available to add more detail to the docket text.

◆   Click the down arrow ▼ to display the prefix options. **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type "v"). Prefix Options to choose from are:

<div align="center">

[none]

Addendum to

Agreed

Alias

Amended

Amendment to

Certified

</div>

Consent

Corrective

Cross

Emergency

Ex Parte

Expedited

Fifth

Final

First

First Amended

Fourth

Fourth Amended

Initial

Interim

Intervenor's

Joint

Limited

Modified

Omnibus

Opposition

Pluries

Pre-Trial

Proposed

Renewed

Sealed

Second

Second Amended

Sixth

Status

Stipulated

Supplemental

Supporting

Third

Third Amended

Third Party

Trial

Unilateral

Unopposed

Verified

◆   A supplemental text box window is provided to add more detail to the docket entry. In **Figure 50** the names of the creditors with an address change has been added.

◆   Click **[Next]** to continue.

STEP 9   The **Final Approval** screen displays.

◆   Verify the Final Docket Text. Read the Attention!! message.

◆   If the Final Docket Text is <u>correct</u>,

◆   Click **[Next]** to continue and officially submit document.

◆   If the Final Docket Text is <u>incorrect</u>:

◆   Click the browser **[Back]** button to find the error(s) and proceed with the event.

◆   To abort or restart the transaction, return to **Step 1** and begin again.

STEP 10   The **Notice of Electronic Filing** screen displays.

◆   The Notice of Electronic Filing certifies that the filing has been received electronically by the court.

◆   Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.

◆   Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

◆   Scroll down to see participants who have and have not registered for electronic noticing on this case.

◆   To print a copy of this notice click the browser **[Print]** icon.

◆   To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As.**

◆   You may also save the notice through the browser **File/Save** option.